

AGENDA
REGULAR COUNCIL MEETING
Wednesday, June 19, 2024 @ 6:00 PM
Council Chambers, 1 Parklane Drive, Strathmore AB

Page

1. CALL TO ORDER

2. CONFIRMATION OF AGENDA

3. PUBLIC HEARING

4. PUBLIC COMMENTS

Members of the public are welcome to provide comments regarding items on the agenda in person during the Council meeting, virtually, or in writing. Should you wish to provide public comments virtually or in writing, please fill out the Request to Speak at a Council Meeting form that can be located on the Town's website and submit it to: lsadmin@strathmore.ca by the end of the day on the Sunday before the Council meeting. In order to ensure procedural fairness, Council requests that the public refrain from speaking on items that have been or will be heard through a public hearing process.

5. DELEGATIONS

Members of the public and community organizations are welcome to attend a Regular Council Meeting as a delegation to present an item to Town Council for consideration. If you are interested in attending as a delegation please fill out the Delegation Request form that can be located on the Town's website and submit it to: lsadmin@strathmore.ca by noon, seven (7) days before a Regular Council Meeting.

6. CONSENT AGENDA

- 7.1 Regular Council Meeting Minutes – June 5, 2024
- 8.1 Community Improvement Program (CIP) Funding Recommendations
- 8.2 Wheatland County Recreation Cost Sharing Agreement – 2025-2028
- 10.2.1 Strathmore Library Board Meeting Minutes – March 19, 2024
- 10.2.2 Strathmore Library Board Meeting Minutes – April 16, 2024
- 11.1 Strathmore Filipino Canadian Association – Annual Independence Day
- 11.2 Valley Medical Centre – Letter of Thanks

7. CONFIRMATION OF MINUTES

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9. BYLAWS

- 9.1. Regional Emergency Management Bylaw No. 24-09 42 - 81
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12.1.	Council/CAO Dialogue – Advice from officials – FOIP S.24(1)(b)(i)	
13.	ADJOURNMENT	



Request for Decision

To: Council

Staff Contact: Veronica Anderson, Legislative Services Officer

Date Prepared: June 9, 2024

Meeting Date: June 19, 2024

SUBJECT: Regular Council Meeting Minutes - June 5, 2024

RECOMMENDATION: THAT Council adopt the June 5, 2024 Regular Council Meeting Minutes as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

N/A

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Pursuant to Section 208(1)(iii) of the *Municipal Government Act*, the minutes of the June 5, 2024 Regular Council Meeting are given to Council for adoption.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

N/A

POLICY:

N/A

IMPLEMENTATION:

N/A

BACKGROUND:

N/A

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

N/A

COMMUNICATIONS:

Once signed, the June 5, 2024 Regular Council Meeting Minutes will be posted on the Town's website.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.

2. Council may provide further direction regarding the Regular Council Meeting Minutes.

ATTACHMENTS:

[Attachment I: REGULAR COUNCIL - 05 Jun 2024 - Minutes](#)

Claudette Thorhaug, Legislative Services Officer

Approved
- 14 Jun
2024



MINUTES

REGULAR COUNCIL MEETING

6:00 PM - Wednesday, June 5, 2024

Council Chambers, 1 Parklane Drive, Strathmore AB

COUNCIL PRESENT:

Mayor Pat Fule, Deputy Mayor Melissa Langmaid, Councillor Debbie Mitzner, Councillor Jason Montgomery, Councillor Denise Peterson, Councillor Richard Wegener, and Councillor Brent Wiley

STAFF PRESENT:

Kevin Scoble (Chief Administrative Officer), Jamie Dugdale (Director of Infrastructure, Operations, and Development Services), Mark Pretzlaff (Director of Community and Protective Services), Kara Rusk (Director of Strategic, Administrative, and Financial Services), and Claudette Thorhaug (Legislative Services Officer)

1. CALL TO ORDER

Mayor Fule called the June 5, 2024 Regular Council Meeting to order at 6:01 p.m.

1.1. Traditional Land Acknowledgement for the First Meeting in June (Itawaakokatsopi)

We honour all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries. We acknowledge that the ancestral and traditional lands on which we gather are Land of the Blackfoot Confederacy and Treaty 7 territory, a traditional meeting ground for many Indigenous peoples, and in particular our neighbors, Siksika Nation on whose traditional territory we work, live, and play, and on whose traditional territory we stand and where Strathmore resides.

2. CONFIRMATION OF AGENDA

Resolution No. 115.06.24

Moved by Councillor Langmaid

THAT Council adopt the June 5, 2024 Regular Council Meeting Agenda as amended:

ADDITION:

12.3 Board and Committee Matter – Advice from officials – FOIP S.24(1)(b)(i)

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

3. **PUBLIC HEARING**

3.1. **Land Use Bylaw Amending Bylaw No. 24-07 (62 Lakeside Blvd.)**

Mayor Fule opened the Public Hearing for Bylaw No. 24-07 being a bylaw to amend Land Use Bylaw No. 14-11 at 6:03 p.m.

Kate Bakun presented the bylaw on behalf of Administration.

The following individuals spoke in favor of the bylaw:

- Pat McGaffey

No individuals spoke in opposition to the bylaw.

Mayor Fule closed the Public Hearing for Bylaw No. 24-07, being a bylaw to amend Land Use Bylaw No. 14-11 at 6:12 p.m.

4. **PUBLIC COMMENTS**

None.

5. **DELEGATIONS**

None.

6. **CONSENT AGENDA**

Resolution No. 116.06.24

Moved by Councillor Wiley

THAT Council adopt the recommendations of the following agenda reports by an omnibus motion:

- 7.1 Regular Council Meeting Minutes – May 15, 2024
- 9.3 2024 Capital Budget Amendment – Aerial/Ladder Truck Water Pump
- 9.6 Royal Canadian Airforce Flyby Authorization Letter
- 9.7 Application for the Alberta Municipalities 2024 Dedicated Senior Team Award
- 9.8 2025-2026 Marigold Library System Agreement
- 10.2.1 WHMB Minutes – Special Meeting – May 9, 2024
- 11.1 STARS 2023 Impact Report
- 11.2 Royal Canadian Legion, Branch 10 – Thank You Letter
- 11.3 Letter from Municipal Affairs – Ministerial Order

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

7. CONFIRMATION OF MINUTES

7.1. Regular Council Meeting Minutes – May 15, 2024

The following motion was adopted by the consent agenda:

THAT Council adopt the May 15, 2024 Regular Council Meeting Minutes as presented in Attachment I.

8. BYLAWS

8.1. Land Use Bylaw Amending Bylaw No. 24-07 (62 Lakeside Blvd.)

Resolution No. 117.06.24

Moved by Councillor Wiley

THAT Council give Second Reading to Bylaw No. 24-07, being a Bylaw to amend the Land Use Bylaw No. 14-11.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 118.06.24

Moved by Councillor Peterson

THAT Council give Third Reading to Bylaw No. 24-07, being a Bylaw to amend the Land Use Bylaw No. 14-11.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

8.2. Town of Strathmore Land Use Bylaw Amending Bylaw No. 24-14 (Garden and Garage Suites)

Resolution No. 119.06.24

Moved by Councillor Wegener

THAT Council give first reading to Bylaw No. 24-14, being a bylaw to amend Land Use Bylaw No. 14-11;

AND THAT Council direct Administration to schedule a Public Hearing for Bylaw No. 24-14 on July 3, 2024 at 6:00 p.m. in Council Chambers.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

8.3. Urban Hen Bylaw No. 24-11

Resolution No. 120.06.24

Moved by Councillor Wegener

THAT Council give First Reading to Bylaw No. 24-11, being the Urban Hen Bylaw.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 121.06.24

Moved by Councillor Peterson

THAT Council give Second Reading to Bylaw No. 24-11, being the Urban Hen Bylaw.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 122.06.24

Moved by Councillor Peterson

THAT Council give Unanimous Consent to proceed with Third and Final Reading to Bylaw No. 24-11, being the Urban Hen Bylaw.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 123.06.24

Moved by Councillor Langmaid

THAT Council give Third and Final Reading to Bylaw No. 24-11, being the Urban Hen Bylaw.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

9. **BUSINESS**

9.1. **Canadian Overnight Repo Rate Average (CORRA) Transition**

Resolution No. 124.06.24

Moved by Councillor Wiley

THAT Council defer discussion on 9.1 *Canadian Overnight Repo Rate Average (CORRA) Transition* to 9.9, at the end of the Business section, on the agenda.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

9.2. **Budget Amendment – Wildflower Road**

Resolution No. 125.06.24

Moved by Councillor Peterson

THAT Council approve an amendment to the 2024 Budget adding \$75,000 for the Wildflower Road project with funds coming from the Roads Offsite Levy account.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

9.3. **2024 Capital Budget Amendment – Aerial/Ladder Truck Water Pump**

The following motion was adopted by the consent agenda:

THAT Council approve a Capital Budget request, of \$32,000, funded from the Fiscal Stabilization Reserve, to rebuild the Aerial/Ladder Truck Water Pump.

9.4. Corporate Strategic Plan & Financial Plan Quarterly Report – Q1 2024**Resolution No. 126.06.24**

Moved by Councillor Wiley

THAT Council accept the Corporate Strategic Plan & Financial Plan Quarterly Report – Q1 2024 for information.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

9.5. Strathmore High School Powwow Donation Request**Resolution No. 127.06.24**

Moved by Councillor Peterson

THAT Council refer this matter to Administration for review and action as appropriate.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: Councillor Montgomery

CARRIED

9.6. Royal Canadian Airforce Flyby Authorization Letter

The following motion was adopted by the consent agenda:

THAT Council approve the RCAF Flyby Authorization Letter as presented in Attachment I, so that the Strathmore Stampede Administration may pursue a request for F-18 Fighter Jets on Saturday August 3, 2024 for Armed Forces Day at the Rodeo.

9.7. Application for the Alberta Municipalities 2024 Dedicated Senior Team Award

The following motion was adopted by the consent agenda:

THAT Council approve the Town of Strathmore's Application to Alberta Municipalities for their 2024 Dedicated Senior Leadership Team Award, as seen in Attachments I and II;

AND THAT Council direct Administration to obtain the necessary signatures and submit for consideration prior to the June 14, 2024 deadline.

9.8. 2025-2026 Marigold Library System Agreement

The following motion was adopted by the consent agenda:

THAT Council authorize the Mayor to sign the *2025 to 2026 Schedule C Requisition* for the Marigold Library System, as presented in Attachment I.

9.9 Canadian Overnight Repo Rate Average (CORRA) Transition

Resolution No. 128.06.24

Moved by Councillor Peterson

THAT Council authorize the CAO and the Mayor to sign the new debt agreement as presented in Attachment III.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

10. COUNCILLOR INFORMATION & INQUIRIES

10.1. QUESTIONS BETWEEN COUNCILLORS AND COUNCIL STATEMENTS

Mayor Fule relinquished the Chair to Deputy Mayor Langmaid.

Resolution No. 129.06.24

Moved by Mayor Fule

THAT Councillor Montgomery's June 5, 2024 presentation on the new Wheatland Lodge be deferred until such a time as Councillor Montgomery satisfactorily demonstrates that he has complied with Resolution No. 098.05.24, pertaining to Code of Conduct Bylaw No. 18-09 contraventions.

Councillor Peterson called point of order as the comments being made were not respectful of the previous directions of Council or of the Chair.

Deputy Mayor Langmaid ruled in favor of the point of order.

Resolution No. 130.06.24

Moved by Councillor Peterson

THAT Council move In-Camera at 6:46 p.m.

FOR: Mayor Fule, Deputy Mayor Langmaid, Councillor Mitzner, Councillor Peterson, and Councillor Wegener

AGAINST: Councillor Montgomery and Councillor Wiley

CARRIED

Resolution No. 131.06.24

Moved by Councillor Peterson

THAT Council move out of camera at 7:13 p.m.

FOR: Mayor Fule, Deputy Mayor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 132.06.24

Moved by Mayor Fule

THAT Council withdraw the original motion for Councillor Montgomery's June 5, 2024 presentation on the new Wheatland Lodge be deferred until such a time as Councillor Montgomery satisfactorily demonstrates that he has complied with Resolution No. 098.05.24, pertaining to Code of Conduct Bylaw No. 18-09 contraventions.

FOR: Mayor Fule, Deputy Mayor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Resolution No. 129.06.24

Moved by Mayor Fule

THAT Councillor Montgomery's June 5, 2024 presentation on the new Wheatland Lodge be deferred until such a time as Councillor Montgomery satisfactorily demonstrates that he has complied with Resolution No. 098.05.24, pertaining to Code of Conduct Bylaw No. 18-09 contraventions.

WITHDRAWN

Resolution No. 133.06.24

Moved by Mayor Fule

THAT Council rescind the motion arising from the May 15, 2024 Regular Council meeting that stated:

THAT Council move to censure Councillor Montgomery via letter of reprimand for violating Sections 5.1, 5.5, and 6.3 of the Council's Code of Conduct Bylaw No. 18-09;

AND THAT Council direct Councillor Montgomery to write a letter of apology to the resident and to the Wheatland Housing Management Body for displaying unprofessional behaviour on April 26, 2024 when an e-mail was sent asking for

private donations from a resident. Councillor Montgomery has no right to ask for donations on behalf of the Town or Wheatland Housing Management Body.

FOR: Mayor Fule, Deputy Mayor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Mayor Fule regained the Chair.

10.1.1. Proposed Lodge and Hospice – Councillor Montgomery

Councillor Peterson left the meeting at 7:58 p.m.

Councillor Peterson rejoined the meeting at 7:58 p.m.

Councillor Langmaid left the meeting at 8:40 p.m.

Councillor Langmaid rejoined the meeting at 8:41 p.m.

Councillor Wegener left the meeting at 8:54 p.m.

Councillor Wegener rejoined the meeting at 8:54 p.m.

Councillor Peterson left the meeting at 9:15 p.m.

Councillor Peterson rejoined the meeting at 9:18 p.m.

Resolution No. 134.06.24

Moved by Councillor Peterson

THAT Council extend the June 5, 2024 meeting to 10:40 p.m.

Resolution No. 135.06.24

Moved by Councillor Wiley

THAT Council amend the motion to extend the meeting to 10:40 p.m. with the assumption that item 10.1.1 is concluded.

FOR: Councillor Montgomery and Councillor Wiley

AGAINST: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Peterson, and Councillor Wegener

DEFEATED

Resolution No. 134.06.24

Moved by Councillor Peterson

THAT Council extend the June 5, 2024 meeting to 10:40 p.m.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Peterson, and Councillor Wegener

AGAINST: Councillor Montgomery and Councillor Wiley

CARRIED

Mayor Fule relinquished the Chair to Deputy Mayor Langmaid.

Resolution No. 136.06.24

Moved by Mayor Fule

THAT Council direct Administration to complete a feasibility assessment for financing, scale and siting, and legislative, legal and regulatory requirements for a senior's lodge to be funded through willing partners and bring the feasibility assessment to a Regular Council Meeting no later than the first Council Meeting in October, 2024;

AND THAT the Chief Administrative Officer be directed to inquire with the Villages of Hussar, Standard and Rockyford and the Wheatland and Area Hospice Society as to whether they wish to be considered a willing partner for the purpose of completing the feasibility assessment.

Resolution No. 137.06.24

Moved by Councillor Mitzner

THAT Council amend the motion to state, "THAT Council direct Administration to complete a feasibility assessment for financing, scale and siting, and legislative, legal and regulatory requirements for a senior's lodge to be funded through willing partners and bring the feasibility assessment to a Regular Council Meeting no later than the first Council Meeting in October, 2024;

AND THAT the Chief Administrative Officer be directed to inquire with Wheatland County, the Villages of Hussar, Standard and Rockyford and the Wheatland and Area Hospice Society as to whether they wish to be considered a willing partner for the purpose of completing the feasibility assessment."

FOR: Councillor Mitzner, and Councillor Wiley

AGAINST: Mayor Fule, Deputy Mayor Langmaid, Councillor Montgomery Councillor Peterson, and Councillor Wegener

DEFEATED

Resolution No. 138.06.24

Moved by Councillor Peterson

THAT Council extend the meeting to 11:00 p.m.

FOR: Mayor Fule, Deputy Mayor Langmaid, Councillor Mitzner, Councillor Montgomery, and Councillor Peterson

AGAINST: Councillor Wegener and Councillor Wiley

CARRIED

Resolution No. 136.06.24

Moved by Mayor Fule

THAT Council direct Administration to complete a feasibility assessment for financing, scale and siting, and legislative, legal and regulatory requirements for a modified senior's lodge based on the current proposed Wheatland lodge design to be funded through willing partners and bring the feasibility assessment to a Regular Council Meeting no later than the first Council Meeting in October, 2024;

AND THAT the Chief Administrative Officer be directed to inquire with the Villages of Hussar, Standard and Rockyford and the Wheatland and Area Hospice Society as to whether they wish to be considered a willing partner for the purpose of completing the feasibility assessment.

FOR: Mayor Fule, Deputy Mayor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

Mayor Fule regained the Chair.

10.2. BOARD AND COMMITTEE REPORTS**10.2.1. WHMB Minutes – Special Meeting – May 9, 2024****10.3. QUESTION AND ANSWER PERIOD**

None.

10.4. ADMINISTRATIVE INQUIRIES

None.

10.5. NOTICES OF MOTION

10.5.1. **Racial Equality Review – Councillor Montgomery**

Resolution No.139.06.24

Moved by Councillor Langmaid

THAT item 10.5.1 *Racial Equality Review – Councillor Montgomery* be deferred to the June 19, 2024 Regular Council Meeting.

Resolution No.140.06.24

Moved by Councillor Langmaid

THAT the previous motion be amended and item 10.5.1 *Racial Equality Review – Councillor Montgomery* be deferred to the July 3, 2024 Regular Council Meeting.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery Councillor Peterson, Councillor Wiley and Councillor Wegener

AGAINST: Councillor Wiley.

CARRIED

Resolution No.139.06.24

Moved by Councillor Langmaid

THAT item 10.5.1 *Racial Equality Review – Councillor Montgomery* be deferred to the July 3, 2024 Regular Council Meeting.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery Councillor Peterson, Councillor Wiley, and Councillor Wegener

AGAINST: None.

CARRIED

11. CORRESPONDENCE

11.1. STARS – Town of Strathmore – Impact Report 2023

11.2. Royal Canadian Legion, Branch 10 – Thank You Letter

11.3. Letter from Municipal Affairs – Ministerial Order

12. CLOSED MEETING**Resolution No.141.06.24**

Moved by Councillor Langmaid

THAT Council move In Camera to discuss items related to sections 24(1)(a) and 24(1)(b)(i) of the *Freedom of Information and Protection of Privacy Act* at 10:50 p.m.

FOR: Mayor Fule, Councillor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

12.1. Strathmore Stampede – Advice from officials – FOIP S. 24(1)(a)

12.2. Council/CAO Dialogue – Advice from officials – FOIP S. 24(1)(b)(i)

12.3 Board and Committee Matter – Advice from officials – FOIP S.24(1)(b)(i)

Mayor Fule relinquished the Chair to Deputy Mayor Langmaid.

Mayor Fule left the meeting at 11:06 p.m.

Mayor Fule rejoined the meeting at 11:09 p.m.

Resolution No. 142.06.24

Moved by Councillor Peterson

THAT Council move out of Camera at 11:29 p.m.

FOR: Mayor Fule, Deputy Mayor Langmaid, Councillor Mitzner, Councillor Montgomery, Councillor Peterson, Councillor Wegener, and Councillor Wiley

AGAINST: None.

CARRIED

13. ADJOURNMENT

Deputy Mayor Langmaid adjourned the June 5, 2024 Regular Council Meeting at 11:30 p.m.

Mayor

Director of Strategic, Administrative
and Financial Services



Request for Decision

To: Council

Staff Contact: Marcie Brinton, Manager of Recreation and Culture

Date Prepared: June 10, 2024

Meeting Date: June 19, 2024

SUBJECT: **Community Improvement Program (CIP) Funding Recommendations**

RECOMMENDATION: THAT Council approve the following funding through the Community Improvement Program:

- \$3,000.00 to Project H.O.P.E
- \$5,000.00 to the Strathmore Musical Arts Society
- \$1,500.00 to the Vault Cultural Collective Society
- \$1,950.00 to the Wheatland Whirlers

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

The Community Improvement Program (CIP) provides grant funding to Strathmore and area-based not-for-profit community organizations to support the myriad of recreation, culture, and social based programs and activities that enhance Strathmore's overall identity, sense of place, and quality of life for residents.

The recommendations brought forward by the the CIP Evaluation Committee will provide support to these organizations, helping them to create opportunities to connect the Strathmore community and celebrate civic pride.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

The foundation of the Community Improvement Program is grounded in Strathmore's vision of recreation, culture, and social-based programs and activities contributing to its overall identity, sense of place, and quality of life.

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

Should Council approve these recommendations, there would be approximately \$8,550.00 remaining in the CIP fund, with (2) two remaining intake periods potentially resulting in funding allocations from the 2024 CIP budget.

ORGANIZATIONAL:

N/A

OPERATIONAL:

Should Council decide not to approve the recommendations of the CIP Evaluation Committee, the four (4) applications would need to go back to the CIP Committee for further review. This would necessitate additional staff but most importantly, time from the volunteer CIP Evaluation Committee members.

FINANCIAL:

Should Council approve these recommendations, there would be \$8,550.00 remaining in the CIP fund.

POLICY:

CIP applications are reviewed based on Policy #7204 Community Improvement Program Policy.

IMPLEMENTATION:

If approved, Administration will issue cheques to each organization in the approved amount.

BACKGROUND:

On May 8, 2024, the CIP Evaluation Committee met to review four (4) applications. The Committee scored each application using the Community Improvement Program (CIP) Evaluation Scoresheet.

Based on the results of these evaluations, the Committee subsequently felt comfortable bringing forward the proposed recommendations for Council's approval.

Attached are the CIP Evaluation Committee Meeting Minutes from May 8, 2024, as well as the CIP Evaluation Scoresheets for the four (4) applicants.

KEY ISSUE(S)/CONCEPT(S):

N/A

DESIRED OUTCOMES:

THAT the recommendations of the CIP Evaluation Committee be supported.

COMMUNICATIONS:

If approved, Administration would advise these organizations that their CIP application was approved, as well as indicate the recommended funding that has been granted.

ALTERNATIVE ACTIONS/MOTIONS:

That Council request additional information from the CIP Evaluation Committee.

ATTACHMENTS:

[Attachment I: CIP Meeting Minutes - May 8, 2024](#)
[Attachment II: Scoring Sheet - Project H.O.P.E](#)
[Attachment III: Scoring Sheet - Strathmore Musical Arts](#)
[Attachment IV: Scoring Sheet - The Vault](#)
[Attachment V: Scoring Sheet - Wheatland Whirlers](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 13 Jun
2024
Approved

Veronica Anderson, Legislative Services Officer

- 13 Jun
2024
Approved
- 13 Jun
2024
Approved
- 14 Jun
2024

Johnathan Stratthdee, Manager of Legislative Services

Kevin Scoble, Chief Administrative Officer

Community Improvement Program

May 8, 2024 – Meeting Minutes

In Attendance

Chantale Sangster (late 12:13 PM), Michael McCutcheon, June Pirie, Marcie Brinton, Michelle Gibson

Call To Order

12:00 PM – meeting started.

New Business

New Application Review

Application #1

Reviewed application from Project H.O.P.E for funding associated with the facility (Strathmore Civic Centre) rental costs needed to host the 2024 Celebration Gala - Masquerade. Project H.O.P.E is requesting \$6,062.454 to cover the facility rental fees at the Strathmore Civic Centre.

Motion:

That the Committee recommend the following funding allocation for approval by Town Council: \$3,000.00 for partial costs associated with the facility rental.

Application #2

Reviewed application from Strathmore Musical Arts for funding associated with the shortfall of hosting musical arts events. Strathmore Musical Arts is requesting \$5,000 to cover the shortfall of the budget for event.

Motion:

That the Committee recommend the following funding allocation for approval by Town Council: \$5,000.00 for the cost of hosting musical arts events. (Send a letter to organization as per bylaw regarding funding)

Application #3

Reviewed application from The Vault Cultural Collective Society for funding associated with the 'Exploring the Artist in You' pilot program (fine arts camp for students). The Vault Cultural Collective Society is requesting \$2,000.00 to cover expenses.

Motion:

That the Committee recommend the following funding allocation for approval by Town Council: \$1,500.00 for the cost of Exploring the Artist in You.

Application #4

Reviewed application from Wheatland Whirlers for funding associated with hosting Square Dancing in the Park. The Wheatland Whirlers are requesting \$1,950.00 to cover the cost of the caller & cuer.

Motion:

That the Committee recommend the following funding allocation for approval by Town Council: \$1,950.00 for the cost of a caller & cuer. (Send a letter to organization as per bylaw regarding funding)

Next Meeting: August 7, 2024 at 12pm.

Adjournment

Meeting at 1:00pm

Community Improvement Program (CIP) Evaluation Scoresheet



Review Criteria

The CIP Review Committee will review each application and score using the following review criteria and 50 point scoring system.

Applicant Name: Project H.O.P.E

Request: \$

6,062.45

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:

Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:

Score 35 - 45	as determined by the committee
Score 46 - 50	full amount requested

1. Project Goals and Objectives: (Weight 10)

Project goals are unclear or inappropriate; Objectives not offered or not SMART	Project goals are clear; Questionable objectives are offered that are weak or lack specificity or measures	Project goals are well framed and adequate; Objectives are adequate to the task but could perhaps be strengthened	Project goals are exceptionally well crafted; Objectives are rich and do much in helping the project define success
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Project Plan (Weight 15)

Proposed steps are not offered or are not appropriate; Person/s responsible for different tasks are not stated or unclear; Time for completing steps not well established or may not be feasible; Risk mitigation is missing or unclear	Proposed steps seem misguided or could be significantly improved; Person/s responsible for completing tasks are somewhat appropriate but could be improved; Time for completing steps is offered but could be improved significantly; Risk mitigation is offered but could be improved	Proposed steps are adequate as presented; Person/s responsible for completing steps are adequate for the proposed effort; Time for completing steps seen as well founded and very achievable; Risk mitigation is adequate	Proposed steps are polished and well thought out; Person/s responsible for completing steps are well suited for the effort; Time for completing tasks is correctly assessed and confident this applicant can deliver on the planned work; Risk mitigation is very clear and detailed
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Project Partners (Weight 5)

Appropriate partners or stakeholders are not involved, or no partners are identified	Some appropriate partners or stakeholders appear to be missing	The partners and stakeholders identified are adequate and their roles are clearly stated	The partners and stakeholders identified are fitting and will strengthen the project; and a letter of support provided that clearly indicates the partners role
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

4. Project Evaluation (Weight 10)

Evaluation measures and methods are lacking or not clear; Effort unsure of itself in terms of what success would look like	Evaluation measures and methods are offered but could be enhanced or improved; Elements of success not well defined	Evaluation measures and methods are adequate as offered; Elements of success are strongly identified	Evaluation measures and methods are thoughtful; The applicant team has concise knowledge of how they envision success
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
			Total Score 6

5. Project Budget (Weight 5)

Budget is very poorly constructed; Disconnected from project	Budget marginally constructed, appropriately connected to the project with some exceptions	Budget matches well with scope or work as offered and is appropriate to the work	Budget is well crafted and in synergy with project plan
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
			Total Score 3

6. Overall Project (Weight 5):

Project poorly constructed and there would be little potential and/or community support	Project somewhat described but without enough detail to gauge impact or impact deemed low	Project well described with a complete picture and good community collaboration	Cleverly developed project with high potential for success; A novel proposal
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
			Total Score 3

Approval Criteria:

Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:

Score 26 - 45	as determined by the committee
Score 46 - 50	full amount requested

Total Overall Score:	36
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Approval Status

Approved

Funding Amount

\$ 3,000.00**Additional Comments/Feedback**

Project Plan:

Project Evaluation:

Recommendations:

Committee recommends approving approximately half the costs associated with the facility rental fees as the event is already operating in a surplus.

Comments/suggestions for applicant:

Community Improvement Program (CIP) Evaluation Scoresheet



Review Criteria

The CIP Review Committee will review each application and score using the following review criteria and 50 point scoring system.

Applicant Name: Strathmore Musical Arts

Request: \$

5,000.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:

Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:

Score 35 - 45	as determined by the committee
Score 46 - 50	full amount requested

1. Project Goals and Objectives: (Weight 10)

Project goals are unclear or inappropriate; Objectives not offered or not SMART	Project goals are clear; Questionable objectives are offered that are weak or lack specificity or measures	Project goals are well framed and adequate; Objectives are adequate to the task but could perhaps be strengthened	Project goals are exceptionally well crafted; Objectives are rich and do much in helping the project define success
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
			Total Score 6

2. Project Plan (Weight 15)

Proposed steps are not offered or are not appropriate; Person/s responsible for different tasks are not stated or unclear; Time for completing steps not well established or may not be feasible; Risk mitigation is missing or unclear	Proposed steps seem misguided or could be significantly improved; Person/s responsible for completing tasks are somewhat appropriate but could be improved; Time for completing steps is offered but could be improved significantly; Risk mitigation is offered but could be improved	Proposed steps are adequate as presented; Person/s responsible for completing steps are adequate for the proposed effort; Time for completing steps seen as well founded and very achievable; Risk mitigation is adequate	Proposed steps are polished and well thought out; Person/s responsible for completing steps are well suited for the effort; Time for completing tasks is correctly assessed and confident this applicant can deliver on the planned work; Risk mitigation is very clear and detailed
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Project Partners (Weight 5)

Appropriate partners or stakeholders are not involved, or no partners are identified	Some appropriate partners or stakeholders appear to be missing	The partners and stakeholders identified are adequate and their roles are clearly stated	The partners and stakeholders identified are fitting and will strengthen the project; and a letter of support provided that clearly indicates the partners role
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
			Total Score 3

4. Project Evaluation (Weight 10)

Evaluation measures and methods are lacking or not clear; Effort unsure of itself in terms of what success would look like	Evaluation measures and methods are offered but could be enhanced or improved; Elements of success not well defined	Evaluation measures and methods are adequate as offered; Elements of success are strongly identified	Evaluation measures and methods are thoughtful; The applicant team has concise knowledge of how they envision success
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

5. Project Budget (Weight 5)

Budget is very poorly constructed; Disconnected from project	Budget marginally constructed, appropriately connected to the project with some exceptions	Budget matches well with scope or work as offered and is appropriate to the work	Budget is well crafted and in synergy with project plan
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
			Total Score 3

6. Overall Project (Weight 5):

Project poorly constructed and there would be little potential and/or community support	Project somewhat described but without enough detail to gauge impact or impact deemed low	Project well described with a complete picture and good community collaboration	Cleverly developed project with high potential for success; A novel proposal
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	3	0
			Total Score 3

Approval Criteria:

Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:

Score 26 - 45	as determined by the committee
Score 46 - 50	full amount requested

Total Overall Score:	35
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Approval Status

Approved

Funding Amount

\$ 5,000.00**Additional Comments/Feedback**

Project Plan:

Project Evaluation:

Recommendations:

Committee recommends to approve \$5000.00 .

Comments/suggestions for applicant:

Committee to issue the Strathmore Musical Arts Society a letter stating this is their second and final recipient eligibility as per the CIP policy.

Community Improvement Program (CIP) Evaluation Scoresheet



Review Criteria

The CIP Review Committee will review each application and score using the following review criteria and 50 point scoring system.

Applicant Name: The Vault

Request: \$2,000.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:

Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:

Score 35 - 45	as determined by the committee
Score 46 - 50	full amount requested

1. Project Goals and Objectives: (Weight 10)

Project goals are unclear or inappropriate; Objectives not offered or not SMART	Project goals are clear; Questionable objectives are offered that are weak or lack specificity or measures	Project goals are well framed and adequate; Objectives are adequate to the task but could perhaps be strengthened	Project goals are exceptionally well crafted; Objectives are rich and do much in helping the project define success
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Project Plan (Weight 15)

Proposed steps are not offered or are not appropriate; Person/s responsible for different tasks are not stated or unclear; Time for completing steps not well established or may not be feasible; Risk mitigation is missing or unclear	Proposed steps seem misguided or could be significantly improved; Person/s responsible for completing tasks are somewhat appropriate but could be improved; Time for completing steps is offered but could be improved significantly; Risk mitigation is offered but could be improved	Proposed steps are adequate as presented; Person/s responsible for completing steps are adequate for the proposed effort; Time for completing steps seen as well founded and very achievable; Risk mitigation is adequate	Proposed steps are polished and well thought out; Person/s responsible for completing steps are well suited for the effort; Time for completing tasks is correctly assessed and confident this applicant can deliver on the planned work; Risk mitigation is very clear and detailed
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Project Partners (Weight 5)

Appropriate partners or stakeholders are not involved, or no partners are identified	Some appropriate partners or stakeholders appear to be missing	The partners and stakeholders identified are adequate and their roles are clearly stated	The partners and stakeholders identified are fitting and will strengthen the project; and a letter of support provided that clearly indicates the partners role
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	0	5
			Total Score 5

4. Project Evaluation (Weight 10)

Evaluation measures and methods are lacking or not clear; Effort unsure of itself in terms of what success would look like	Evaluation measures and methods are offered but could be enhanced or improved; Elements of success not well defined	Evaluation measures and methods are adequate as offered; Elements of success are strongly identified	Evaluation measures and methods are thoughtful; The applicant team has concise knowledge of how they envision success
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

5. Project Budget (Weight 5)

Budget is very poorly constructed; Disconnected from project	Budget marginally constructed, appropriately connected to the project with some exceptions	Budget matches well with scope or work as offered and is appropriate to the work	Budget is well crafted and in synergy with project plan
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

6. Overall Project (Weight 5):

Project poorly constructed and there would be little potential and/or community support	Project somewhat described but without enough detail to gauge impact or impact deemed low	Project well described with a complete picture and good community collaboration	Cleverly developed project with high potential for success; A novel proposal
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

Approval Criteria:

Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:

Score 26 - 45	as determined by the committee
Score 46 - 50	full amount requested

Total Overall Score: 41

Approval Status Approved

Funding Amount \$1,500

Additional Comments/Feedback

Project Plan:

Project Evaluation:

Recommendations:

The Committee recommends approving \$1,500.00. The reason why the full request is not being granted is due to the fact that participant registration fees had been increased since the application had been submitted.

Comments/suggestions for applicant:

Community Improvement Program (CIP) Evaluation Scoresheet



Review Criteria

The CIP Review Committee will review each application and score using the following review criteria and 50 point scoring system.

Applicant Name: Wheatland Whirlers

Request: \$

1,950.00

Instructions for scoring:

Enter score from 0 – 5 in appropriate box (blue shaded area). The total points will automatically be calculated according to the weight for each criteria.

Approval Criteria:

Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:

Score 35 - 45	as determined by the committee
Score 46 - 50	full amount requested

1. Project Goals and Objectives: (Weight 10)

Project goals are unclear or inappropriate; Objectives not offered or not SMART	Project goals are clear; Questionable objectives are offered that are weak or lack specificity or measures	Project goals are well framed and adequate; Objectives are adequate to the task but could perhaps be strengthened	Project goals are exceptionally well crafted; Objectives are rich and do much in helping the project define success
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

2. Project Plan (Weight 15)

Proposed steps are not offered or are not appropriate; Person/s responsible for different tasks are not stated or unclear; Time for completing steps not well established or may not be feasible; Risk mitigation is missing or unclear	Proposed steps seem misguided or could be significantly improved; Person/s responsible for completing tasks are somewhat appropriate but could be improved; Time for completing steps is offered but could be improved significantly; Risk mitigation is offered but could be improved	Proposed steps are adequate as presented; Person/s responsible for completing steps are adequate for the proposed effort; Time for completing steps seen as well founded and very achievable; Risk mitigation is adequate	Proposed steps are polished and well thought out; Person/s responsible for completing steps are well suited for the effort; Time for completing tasks is correctly assessed and confident this applicant can deliver on the planned work; Risk mitigation is very clear and detailed
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 12

3. Project Partners (Weight 5)

Appropriate partners or stakeholders are not involved, or no partners are identified	Some appropriate partners or stakeholders appear to be missing	The partners and stakeholders identified are adequate and their roles are clearly stated	The partners and stakeholders identified are fitting and will strengthen the project; and a letter of support provided that clearly indicates the partners role
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

4. Project Evaluation (Weight 10)

Evaluation measures and methods are lacking or not clear; Effort unsure of itself in terms of what success would look like	Evaluation measures and methods are offered but could be enhanced or improved; Elements of success not well defined	Evaluation measures and methods are adequate as offered; Elements of success are strongly identified	Evaluation measures and methods are thoughtful; The applicant team has concise knowledge of how they envision success
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 8

5. Project Budget (Weight 5)

Budget is very poorly constructed; Disconnected from project	Budget marginally constructed, appropriately connected to the project with some exceptions	Budget matches well with scope or work as offered and is appropriate to the work	Budget is well crafted and in synergy with project plan
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

6. Overall Project (Weight 5):

Project poorly constructed and there would be little potential and/or community support	Project somewhat described but without enough detail to gauge impact or impact deemed low	Project well described with a complete picture and good community collaboration	Cleverly developed project with high potential for success; A novel proposal
Score (0)	Score (1 - 2)	Score (3 - 4)	Score (5)
0	0	4	0
			Total Score 4

Approval Criteria:

Score 0 - 25	not approved
Score 26 - 34	requires more info
Score 35 - 50	approved

Funding Amount Criteria:

Score 26 - 45	as determined by the committee
Score 46 - 50	full amount requested

Total Overall Score:	40
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Approval Status	Approved
Funding Amount	\$ 1,950.00

Additional Comments/Feedback**Project Plan:****Project Evaluation:****Recommendations:**

Committee recommends approving the full amount requested, \$1,950 to cover the costs associated with Cuer and Caller fees.

Comments/suggestions for applicant:

Committee to issue the Wheatland Whirlers notification of the fact that this is their second and final recipient eligibility as per the CIP policy.



Request for Decision

To: Council

Staff Contact: Mark Pretzlaff, Director of Community and Protective Services

Date Prepared: June 11, 2024

Meeting Date: June 19, 2024

SUBJECT: **Wheatland County Recreation Cost Sharing Agreement - 2025-2028**

RECOMMENDATION: THAT Council adopt the Recreation Cost Sharing Agreement with Wheatland County as presented in Attachment I.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

As part of its Strategic Plan, Council has prioritized Financial Sustainability and Community Wellness. A multi-year, cost-sharing agreement between the Town and Wheatland County would provide additional financial support to maintain and enhance recreational programs and services while preserving existing facilities that support optimum lifestyles for residents of Strathmore and Wheatland County.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

As part of the previous cost-sharing agreement and extension, which expires on December 31, 2024, Wheatland County provided the Town with funding to support existing operational costs associated with the Town's recreational programs, services, and facilities. The proposed multi-year agreement would continue to support the operational costs of recreational facilities owned and operated by the Town.

ORGANIZATIONAL:

N/A

OPERATIONAL:

N/A

FINANCIAL:

Should Council decide not to approve the proposed cost-sharing agreement (approximately \$428,000 per year), there will be a funding shortfall associated with the 2025 and beyond recreation budgets.

POLICY:

N/A

IMPLEMENTATION:

Should Council support this multi-year agreement, Administration will coordinate the signing of the agreement.

BACKGROUND:

In September 2019, Administration from Wheatland County and the Town of Strathmore engaged in cost-sharing discussions to support recreation programming and services provided by the Town of Strathmore for the enjoyment of residents from both the Town and County. In September 2021, a cost-sharing agreement was formalized for 2021, 2022, and 2023.

In December 2023, Administrations from Wheatland County and the Town of Strathmore began discussions to extend the agreement for 2024 with funding of approximately \$428,000.00.

As part of the Intermunicipal Collaboration Frameworks (ICFs) discussions between Wheatland County and the Town, and with the existing cost-sharing agreement set to expire at the end of 2024, Administrations from Wheatland County and the Town of Strathmore began discussions to establish a multi-year, cost-sharing agreement from 2025 to 2028, with annual increases based on the Alberta Consumer Price Index.

KEY ISSUE(S)/CONCEPT(S):

The proposed multi-year, cost-sharing agreement would provide the same access to recreational facilities, programs, and services for both Town and County residents, with residents paying the same fees.

Without an agreement, there would be a funding shortfall for the 2025 - 2028 operational budgets for recreation.

DESIRED OUTCOMES:

That Council supports this motion and endorses the multi-year, cost-sharing agreement.

COMMUNICATIONS:

If this motion is supported, Administration from both the Town and County will work on messaging communicating this agreement.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended motion.
2. Council may defeat the recommended motion.
3. Council may provide further direction.

ATTACHMENTS:

[2025-2028 Recreation Cost Sharing Agreement proposal](#)

Johnathan Strathdee, Manager of Legislative Services

Approved
- 13 Jun
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 14 Jun

2024

THIS AGREEMENT made this ____ day of _____, 2024

MEMORANDUM OF AGREEMENT BETWEEN:

WHEATLAND COUNTY

A Municipal Corporation located in the Province of Alberta
(hereinafter referred to as "the County")

OF THE FIRST PART

-and-

TOWN OF STRATHMORE

A Municipal Corporation located in the Province of Alberta
(hereinafter referred to as "the Town")

OF THE SECOND PART

RECREATION COST SHARING AGREEMENT

WHEREAS, the County and Town support serving the recreational needs of their collective residents based on the principles of transparency, fairness, regional collaboration, and stewarding scarce resources efficiently in providing local services. The County provides Recreation Grant Funding to the Town, conditional upon the following:

1. The Town provides recreation services utilized by Wheatland County residents at the same rate as Town residents.
2. County residents shall have the opportunity to enroll and/or register in the Town's recreation programs and services with the same availability and under the same timeframes afforded to Town residents.
3. The Town shall publicly acknowledge the County as a contribution partner to its recreation funding. This acknowledgement shall include signage, print and social media recognition in a way that is mutually acceptable to each Party's Chief Administrative Officers.

NOW THEREFORE, THIS AGREEMENT WITNESSES that in consideration of the covenants, undertakings and agreements hereinafter set forth, the Parties agree as follows:

A. ADMINISTRATION AND AUTHORITY:

1. Wheatland County and the Town of Strathmore have agreed to a four-year, 2025 - 2028, funding agreement for the following amounts, which are to be transferred from the County to the Town on or before the following dates:

July 15, 2025	\$428,037.25 base amount plus or minus the annual change, measured from January to December of the prior year, in the Alberta Consumer Price Index.
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July 15, 2026	2025 amount plus or minus the annual change, measured from January to December of the prior year, in the Alberta Consumer Price Index.
July 15, 2027	2026 amount plus or minus the annual change, measured from January to December of the prior year, in the Alberta Consumer Price Index.
July 15, 2028	2027 amount plus or minus the annual change, measured from January to December of the prior year, in the Alberta Consumer Price Index.

2. The Town of Strathmore shall provide annual Capital and Operating Budgets to Wheatland County for its recreational facilities bound within this Agreement by March 31 of each calendar year.
3. The Town of Strathmore shall provide financial reports for its recreational facilities bound within this Agreement after the Audited Consolidated Financial Statements have been finalized and approved by the Town Council.
4. The Strathmore Motor Products Centre agreement will continue as a separate agreement, excluding any future monetary contributions required from the County during the 2025 - 2028 operating years.
5. The Parties agree to explore opportunities to generate Capital Cost funding to support new or expanded recreation facilities, based on demonstrated needs of the community and region.
6. The County and Town are committed to working together as well as in collaboration with third-party partnerships on the potential development of additional regional recreational and community facilities in each respective municipality, and any proposal of new or expansion of existing regional recreational facilities shall be in consultation and agreement with both municipalities if Capital Cost Funding or future Operating Funding support is anticipated.
7. Funding models may be determined based on the anticipated needs and usage of the proposed facility.

B. TERM OF CONTRACT:

1. This Agreement shall be for the calendar years of 2025 through to and inclusive of 2028.
2. This Agreement may be amended only by mutual written consent of both Parties. Amendments must be documented in writing and signed by authorized representatives of each Party. Any amended versions of the Agreement will supersede all previous versions.

C. DISPUTE RESOLUTION

1. The Parties will meet to attempt to resolve any disputes that may arise under this Agreement.
2. In the event the Parties are unable to resolve a dispute, the Parties will follow the process outlined in Schedule A, Dispute Resolution Process.

D. TERMINATION OF AGREEMENT:

1. This Agreement may be terminated prior to its full term only by mutual written consent of all Parties. The termination of the Agreement must be documented in writing and signed by authorized representatives of each Party.

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES, THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF.

Signed this _____ day of _____, 2024 at _____, Alberta.

Municipality/Signatures**WHEATLAND COUNTY**

Amber Link, Reeve

Brian Henderson, Chief Administrative Officer

TOWN OF STRATHMORE

Patrick Fule, Mayor

Kevin Scoble, Chief Administrative Officer

Schedule “A”

Dispute Resolution Process

A. Definitions

- 1) **“Initiating Party”** means a Party to this agreement who gives notice under Section B of this Schedule;
- 2) **“Mediation”** means a process involving a neutral person as a Mediator who assists the Parties to a matter and any other person brought in with the agreement of the Parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication, and identifying the issues and interests of the Parties;
- 3) **“Mediator”** means the mutually agreed upon person or persons appointed to facilitate by mediation the resolution of a dispute between the Parties.
- 4) **“Parties”** means those entities subject to the terms of this agreement, namely the Town of Strathmore and Wheatland County.

B. Notice of Dispute

- 1) When a Party believes there is a dispute under this Agreement and wishes to engage in dispute resolution, the Party must give written notice of the matters under dispute to the other Party.

C. Negotiation

- 1) Within 14 days after the notice is given under Section B of this Schedule, each Party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

D. Mediation

- 1) If the dispute cannot be resolved through negotiations with 90 days of initial notice, the Parties must appoint a Mediator to attempt to resolve the dispute by mediation.
- 2) The Initiating Party must provide the Mediator with an outline of the dispute and any agreed statement of facts.
- 3) The Parties must give the Mediator access to all records, documents, and information that the Mediator may reasonably request.
- 4) The Parties must meet with the Mediator at such reasonable times as may be required and must, through the intervention of the Mediator, negotiate in good faith to resolve their dispute.
- 5) All proceedings involving a Mediator are without prejudice and unless the Parties agree otherwise, the cost of the Mediator must be shared equally between the Parties.

E. Report

- 1) If the dispute has not been resolved within 6 months after the notice is given under Section B of this Schedule, the Initiating Party must, within 21 days, prepare and provide the other

Party with a report containing a list of matters agreed on and those on which there is not agreement between the Parties.

- 2) Dispute subsection (1), the Initiating Party may prepare a report before the 6 months have elapsed if:
 - i. The Parties agree, or
 - ii. the Parties are not able to appoint a Mediator under Section D of this Schedule.

F. Appointment of Arbitrator

- 1) Within 14 days of a report being provided under Section E of this Schedule, the representatives must appoint a mutually agreed upon Arbitrator and the Initiating Party must provide the Arbitrator with a copy of the report.



Request for Decision

To: Council

Staff Contact: David Sturgeon, Fire Chief

Date Prepared: April 1, 2024

Meeting Date: June 19, 2024

SUBJECT: Regional Emergency Management Bylaw No. 24-09

RECOMMENDATION: THAT Council give First reading to Bylaw 24-09, being the Regional Emergency Management Bylaw.

THAT Council give Second reading to Bylaw 24-09, being the Regional Emergency Management Bylaw.

THAT Council give unanimous consent to give Third and Final reading to Bylaw 24-09, being the Regional Emergency Management Bylaw..

THAT Council give Third reading to Bylaw 24-09, being the Regional Emergency Management Bylaw.

STRATEGIC PRIORITIES:



Affordable
Housing



Climate
Resiliency



Community
Development



Community
Wellness



Economic
Development



Financial
Sustainability

HOW THE STRATEGIC PRIORITIES ARE MET:

As part of its Strategic Plan, Council has prioritized the maintenance, protection, and improvement of Community Wellness services that support optimum lifestyles for residents of Strathmore. Updating the Regional Emergency Management Bylaw is necessary to ensure it complies with the Provincial Emergency Management Act.

SUSTAINABILITY

ECONOMIC SUSTAINABILITY:

N/A

SOCIAL SUSTAINABILITY:

N/A

ENVIRONMENTAL SUSTAINABILITY:

N/A

IMPLICATIONS OF RECOMMENDATION:

GENERAL:

The Town is responsible for the direction and control of its emergency response as per the Emergency Management Act and updating this bylaw is necessary to ensure it complies with the act.

ORGANIZATIONAL:

The Regional Emergency Management Bylaw establishes the authority and responsibilities for the Regional Emergency Management Committee, it defines the roles and powers of the of the committee and Council during an emergency or disaster.

OPERATIONAL:

There will be no operational impact with the proposed changes. The changes are necessary to ensure compliance with the act.

FINANCIAL:

N/A

POLICY:

The *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, provides a Council of a Municipality may pass bylaws for the safety, health, and welfare of people and protection of property.

The Town is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency.

IMPLEMENTATION:

The Regional Emergency Management Bylaw changes were first brought forward to Council for discussion at the April 10, 2024 Committee of the Whole Meeting.

The Regional Advisory Committee then met on April 25, 2024 to review the proposed Bylaw changes. The Committee did not provide feedback with concerns and are in support of bringing this Bylaw back to Council for approval.

BACKGROUND:

In 2019 Transitional Solutions (TSI) was hired to develop a Regional Emergency Management Program for Wheatland County, the Villages of Hussar, Rockyford and Standard and the Town of Strathmore. This was funded through a grant from the Provincial Government.

In February 2022, Council approved the Regional Emergency Management agreement between the Town of Strathmore, Wheatland County, and the Villages of Hussar, Rockyford and Standard.

In May 2023, the Regional Emergency Management agreement was updated to include the City of Chestermere. The addition of another regional partner improves the capacity to respond to large-scale emergencies and disasters by gaining access to additional resources while expanding the network of key personnel who are trained and experienced in emergencies; thus, ensuring Strathmore is better protected.

The staff from the Alberta Emergency Management Agency (AEMA) has reviewed and supported the changes to the bylaw and the changes will allow all the partners to better collaborate on emergencies, providing assistance as requested, but at the same time giving the Town of Strathmore greater autonomy to respond to local emergencies.

KEY ISSUE(S)/CONCEPT(S):

During the annual review of the bylaw and emergency plans, staff from the Alberta Emergency Management Agency (AEMA) suggested changes to the Regional Emergency Management Bylaw No. 22-05. The proposed changes outline the regional partnership procedures, the agency, the committee, and all roles and responsibilities tied to each, ensuring greater clarity for all the partners for their roles and responsibilities, should an incident occur.

Some of proposed changed include the following sections:

- Removal of Planning & Coordination Group
- Addition of the City of Chestermere
- Authority & Responsibility of the Regional Emergency Management Committee
- Authority & Responsibility of the Regional Emergency Management Agency

Ultimately, the proposed changes to the bylaw align with the Local Authority Emergency Management Regulations and the Provincial Emergency Management Act.

A draft of the proposed Bylaw No. 24-09 is included as Attachment I.

DESIRED OUTCOMES:

For Council to approve Regional Emergency Management Bylaw No. 24-09, as presented in Attachment I.

COMMUNICATIONS:

Should Council adopt the recommended motion, Administration will work with regional partners to finalize the bylaw.

ALTERNATIVE ACTIONS/MOTIONS:

1. Council may adopt the recommended resolution.
2. Council may provide further direction.
3. Council may defeat the recommended resolution.

ATTACHMENTS:

[Attachment I: Regional Emergency Management Bylaw No. 24-09 - Draft Changes](#)
[Attachment II: Regional Emergency Management Bylaw - Change Summary](#)
[Attachment III: Regional Emergency Management Bylaw No. 22-05](#)

Mark Pretzlaff, Director of Community and Protective Services

Approved
- 12 Jun
2024

Veronica Anderson, Legislative Services Officer

Approved
- 13 Jun
2024

Johnathan Strathdee, Manager of Legislative Services

Approved
- 13 Jun
2024

Kevin Scoble, Chief Administrative Officer

Approved
- 14 Jun
2024



BYLAW NO. 24-09
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

BYLAW NO. ~~22-05~~24-09

TOWN OF STRATHMORE

IN THE PROVINCE OF ALBERTA

BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE AND , AGENCY, ~~AND PLANNING AND COORDINATING GROUP~~

WHEREAS the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS the Town of Strathmore is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a Committee be appointed, and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs;

AND WHEREAS the ~~municipalities of the Wheatland Region~~ Town of Strathmore, City of Chestermere, and Wheatland County, and the Villages of Hussar, Standard and Rockyford wish to establish a Wheatland Regional Emergency Management Partnership which includes a Regional Emergency Advisory Committee and, a Regional Emergency Management Agency, Agency, and a Regional Emergency Planning and Coordinating Group;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**



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1.0. SHORT TITLE:

- 1.1 This Bylaw may be cited as the "[Wheatland](#) Regional Emergency Management Bylaw."

2.0. DEFINITIONS

- 2.1 In this Bylaw the following words and terms shall have the following meanings:
- a. "Act" means the *Emergency Management Act*, Chapter E-6.8, RSA 2000;
 - b. "Council" means the Council of The Town of Strathmore;
 - c. "Deputy Director of Emergency Management" (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;
 - d. "Director of Emergency Management" (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
 - e. "Disaster" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
 - f. "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property;
 - g. "Emergency Coordination Centre" (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;



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- h. "Joint Wheatland Regional Emergency Management Coordinators" (WREM Coordinators) means the persons appointed to coordinate the activities of the Wheatland Regional Emergency Planning and Coordinating Group;
- i. "Local Authority" means, where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000, ~~that~~ council;
- j. "Minister" means the Minister charged with administration of the Act;
- k. "Parties" means Wheatland County, ~~t~~The Town of Strathmore, the City of Chestermere, ~~t~~The Village of Hussar, ~~t~~The Village of Rockyford, and ~~t~~The Village of Standard;
- l. "Regional Emergency Advisory Committee" (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the Parties;
- m. "Regional Emergency Management Agency" (the Agency) means the Wheatland Regional Emergency Partnership Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties;
- n. "Regional Emergency Management Plan" means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or disaster; and
- o. "Wheatland Regional Emergency Management Partnership" (WREMP) means the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties. ~~;~~ and



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p. ~~"Wheatland Regional Emergency Planning and Coordinating Group" (Planning and Coordinating Group) means the Wheatland Regional Emergency Planning and Coordinating Group as established by agreement between and the bylaws of the respective municipal councils of the Parties.~~

3.0. ESTABLISHMENT OF REGIONAL EMERGENCY MANAGEMENT WHEATLAND REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE

3.1 ~~There is hereby established a Wheatland Regional Emergency Management Advisory Committee; to establish the Committee to advise Council on the development of emergency plans and programs.~~

3.1 ~~Council agrees through the WREP, to establish the Committee to advise Council on the development of emergency plans and programs.~~

MEMBERSHIP & RESPONSIBILITY

3.2 The Committee shall:

a. ~~consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;~~

b. ~~have each municipality appoint one (1) alternate member for the committee who shall be permitted to vote in the absence or in place of the primary member;~~

c. ~~elect a chair who will serve as the chair for the remainder of the calendar year, the elected chair must be a member of council;~~

d. ~~meet a minimum of twice each year and hold the option of calling special meetings of the Committee on an as needed basis, upon fourteen (14) days advance notice to all members of the Committee.~~



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e. four (4) Committee members shall constitute a quorum of the Committee and a motion or resolution of the Committee may only be passed by an affirmative vote of the majority of the members present on the motion or resolution;

f. review the Regional Emergency Management Plan and related plans and programs on a regular basis;

g. advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year;

h. provides guidance and direction to the local authority's emergency management agency, prior to, during and after an emergency event;

i. establish procedures that must be followed when declaring a local state of emergency; and

j. provides guidance and direction to the local authority's emergency management agency.

~~3.3—Council agrees through the WREP, to establish a Planning and Coordinating Group to guide the creation, implementation, and evaluation of WREP plans and programs and to set the direction for the WREP Agency and any of its subgroups. This does not include the power to declare, renew, or terminate a state of local emergency.~~

~~3.4—Council agrees through the WREMP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the Planning and Coordinating Group.~~



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~~3.5 Council agrees through the WREMP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 9 of this Bylaw.~~

4.0. ROLE OF COUNCIL

4.1 Council shall:

- a. by resolution, appoint one (1) of its members to serve on the Committee and at least one (1) member as an alternate;
- b. provide for the payment of expenses of its member(s) of the Committee;
- c. ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Strathmore and the WREMP Region;
- d. approve the Regional Emergency Management Plans and Programs as they relate to the Town of Strathmore and the WREMP Region;
- e. review the status of the Regional Emergency Management Plan and related plans and programs at least once a year; and
- f. by resolution appoint a DEM.

4.2 Council may:

- a. by resolution appoint one (1) or more DDEM;



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b. by bylaw borrow, levy, appropriate, and expend all sums required for its share of the operation of the Agency; and

c. enter into agreements with and make payments, grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs including mutual aid plans and programs.

4.3 Council agrees through the WREMP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the ~~Planning and Coordinating Group~~ Agency.

5.0. AGENCY STRUCTURE

5.1 There is hereby established the Wheatland Regional Emergency Management Agency to act in an advisory capacity and support local and regional emergency plans.

Council agrees through the WREMP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 89 of this Bylaw.

MEMBERSHIP & RESPONSIBILITY

5.2 The Agency shall:

a. report to the Committee once per year, while including an update on the Agency's review of the local authority's emergency plan and activities;

b. be familiar with the Wheatland Regional Emergency Management Plan;



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- c. provide input and make recommendation for the Wheatland Regional Emergency Management Plan;
- d. participate in local and regional training;
- e. provide updated contact information to the Agency;
- f. participate in regional Agency meetings;
- g. share information to the Agency;
- h. participate in providing public education within their organization;
- i. provide an up-to-date resource and inventory list to the Agency;
- ~~a-j.~~ use a command, control and coordination system prescribed by AEMA (Incident Command System);

5.3 The Agency shall be comprised of the following persons:

- a. the CAO of each municipality which is a member of WREMP;
- b. the DEM of each municipality which is a member of WREMP; and



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c. the DDEM of each municipality which is a member of WREMP.

5.4 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:

a. RCMP Detachment Commander or designate;

b. Fire Chiefs or designates;

c. Wheatland and District Emergency Medical Services Association Manager or designate;

d. Enforcement Services Supervisor or designate;

e. Family and Community Support Services Director or designate; Public Works Supervisor or designate;

f. Utility Manager or designate;

g. Emergency Public Information Officers or designates;

h. Emergency Social Services Manager or designate;

i. Alberta Health Services representatives or designates;

j. School Superintendent or designate;

k. Disaster Social Services Managers or designates;



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- l. Representative(s) from adjacent municipalities or First Nations;
- m. Representatives from local business;
- n. Representatives from local industry or industrial associations;
- o. Representatives from Alberta Municipal Affairs;
- p. Representatives from local utility companies; and
- q. Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.

5.0. COMMITTEE STRUCTURE

5.1 The Committee shall:

- a. consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;
- b. have each municipality appoint one (1) alternate member for the committee who shall be permitted to vote in the absence or in place of the primary member;
- c. review the Regional Emergency Management Plan and related plans and programs on a regular basis; and



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~~d. advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.~~

6.0. AGENCY STRUCTURE

~~6.1 The Agency shall be comprised of the following persons:~~

~~7.0. the CAO of each municipality which is a member of WREP;~~

~~8.0. the DEM of each municipality which is a member of WREP; and~~

~~9.0. the DDEM of each municipality which is a member of WREP.~~

~~9.1 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:~~

~~a. RCMP Detachment Commander or designate;~~

~~b. Fire Chiefs or designates;~~

~~c. Wheatland and District Emergency Medical Services Association Manager or designate;~~

~~d. Enforcement Services Supervisor or designate;~~

~~e. Family and Community Support Services Director or designate; Public Works Supervisor or designate;~~

~~f. Utility Manager or designate;~~



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~~g. Emergency Public Information Officers or designates;~~

~~h. Emergency Social Services Manager or designate;~~

~~i. Alberta Health Services representatives or designates;~~

~~j. School Superintendent or designate;~~

~~k. Disaster Social Services Managers or designates;~~

~~l. Representative(s) from adjacent municipalities or First Nations;~~

~~m. Representatives from local business;~~

~~n. Representatives from local industry or industrial associations;~~

~~o. Representatives from Alberta Municipal Affairs; —~~

~~p. Representatives from local utility companies; and~~

~~q. Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.~~

~~10.0. PLANNING AND COORDINATING GROUP~~

~~The WREMP Planning and Coordinating Group shall:~~

~~a. consist of the DEM from each of the Parties, the DDEM from the Parties, and the Joint Wheatland Regional Emergency Management Coordinators.~~



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~~Despite a vacancy in any of these positions from time to time, the Planning and Coordinating Group shall continue to exist;~~

- ~~b. guide the creation, implementation and evaluation of Regional Emergency Management Plans and programs for the WREMP Region;~~
- ~~c. determine the direction of the Agency and any of its subgroups;~~
- ~~d. coordinate all emergency services and other resources used in an emergency;~~
- ~~e. ensure that in the event of an emergency, an individual or group of individuals is designated under the Regional Emergency Management Plan to act, on behalf of the Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:~~
 - ~~i. once an ECC has been activated, any one (1) of the DEMs or DDEMs that are members of the Agency may serve as DEM for the incident. Whenever possible, the DEM or DDEM from the impacted municipality shall fill that role. The intent is to ensure that there is leadership in the ECC while the DEM may be on route to the ECC, or the DEM is away or not available for whatever reason.~~
 - ~~ii. in the event of an Emergency within or affecting more than one (1) municipality within the WREMP Region, the first DEM to the ECC will serve as DEM for the incident. As other DEMs arrive at the ECC, they will jointly decide who will take the lead role. DEM and DDEMs from the Agency may rotate through the role of DEM for the ECC.~~
- ~~f. ensure someone is designated to discharge the responsibilities specified in Section 67.1 (b through e) of this Bylaw.~~



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11.0.6.0. AUTHORITY AND POWERS

11.16.1 In the event of an Emergency entirely within the boundaries of and only affecting The Town of Strathmore, the authority, and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 69 of this Bylaw, and the requirement specified in Section 78 of this Bylaw are hereby delegated to a municipal committee comprised of the Mayor or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.

11.26.2 In the event of an emergency entirely within the boundaries of and affecting only the Town of Strathmore and the local municipal committee cannot be reached or in the event of an emergency impacting more than one (1) municipality within the WREMP Region, the authority and power to declare or renew a state of local emergency under the Act; the authority and powers specified in Section 69 of this Bylaw; and the requirements specified in Section 78 of this Bylaw are hereby delegated to any two (2) or more members of the Wheatland Regional Advisory Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one (1) member or alternate from each municipality affected.

12.0.7.0. STATES OF LOCAL EMERGENCY

12.17.1 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:

- a. ensure that the declaration identifies the nature of the emergency and the area in which it exists.



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- b. cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
- c. forward a copy of the declaration to the Minister forthwith.

12.27.2 Subject to Section 78, when a Local Authority or the Committee has declared a state of local emergency, that Local Authority or the Committee may, for the duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:

- a. cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;
- b. acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c. authorize or require any qualified person to render aid of a type the person is qualified to provide;
- d. control or prohibit travel to or from any area of the Town of Strathmore;
- e. provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain, and coordinate emergency medical, welfare and other essential services in any part of the Town of Strathmore;
- f. cause the evacuation of persons and the removal of livestock and personal property from any place within the Town of Strathmore that is or may be affected by a disaster and plan for the adequate care and protection of those persons or livestock and of the personal property;



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- g. authorize the entry into any buildings or any land, without warrant, by any person while implementing an emergency plan or program;
- h. cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i. procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources, or equipment within the Town of Strathmore for the during of the state of local emergency;
- j. authorize the conscription of persons needed to meet an emergency; and
- k. authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any power specified in Section 89.2 (b through g) of this Bylaw in relation to any part of the municipality affected by a declaration of a state of local emergency including as part of a Regional Emergency affecting more than one (1) municipality for which a declaration of State of Local Emergency was made under Sections 78 and 89.

12.37.3 In accordance with Section 28 of the Act, no action lies against a Local Authority or person acting under the Local Authority's direction or authorization for anything done or omitted to be done in good faith while carry out a power or duty under this Act or in the regulations during a state of local emergency.

12.47.4 In accordance with Section 535(2) of the *Municipal Government Act*, Councillors, Council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the Municipal Government Act or any other enactment.



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12.57.5 When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.

12.67.6 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

- a. a resolution is passed under Section 89;
- b. a period of seven days has lapsed since it was declared unless it is renewed by resolution;
- c. the Lieutenant Governor in Council makes an order for a state of emergency for the same area; or
- d. the Minister cancels the state of local emergency for the affected area.

12.77.7 When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

13.0.8.0. AGREEMENTS AND POLICIES

13.18.1 The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of email.



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13.28.2 The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Regional Emergency Partnership and the Agency.

14.0.9.0. SEVERABILITY

14.19.1 If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

15.0.10.0. REPEAL AND EFFECTIVE DATE

15.110.1 Bylaw 19-0522-05 is hereby repealed.

15.210.2 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.

READ A FIRST TIME THIS ____ day of _____, 20242.

READ A SECOND TIME THIS ____ day of _____, 20242.

READ A THIRD AND FINAL TIME THIS ____ day of _____, 20242.

MAYOR

CAO

Bylaw Review 2024 – Regional Emergency Management Bylaw

Regional Emergency Management Bylaw

The Emergency Management Bylaw has been updated to align with the Local Authority Emergency Management Regulations. This review has provided an opportunity to enhance the existing Bylaw and combine all emergency management related procedures in a single document. Below you will find the changes to the existing Bylaw with specific changes outlined in the chart that begins on the next page. Major Changes are indicated with 5 asterisks *****

Summary of Changes of the Regional Emergency Management Bylaw by Section

- **Removal of Planning & Coordination Group section:** The table below illustrates what has been deleted from the old bylaw and why.
- **Addition of City of Chestermere:** The City of Chestermere is a new partner to the WREMP, the City of Chestermere is now represented in each section of the bylaw.
- **Authority and Responsibility of the Regional Emergency Management Committee:** This section has been expanded to clarify the role of the committee's membership and allocated responsibilities during a disaster.
- **Authority and Responsibility of the Regional Emergency Management Agency:** This section has been expanded to clarify the role of the agency's membership and responsibilities during a disaster.

Bylaw Review 2024 – Regional Emergency Management Bylaw

Changes in Fire Services Bylaw

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or deleted)	Rationale for Changes
Planning & Coordination Removal	BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE AND AGENCY	BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE, AGENCY AND PLANNING AND COORDINATION GROUP	Elimination of Planning & Coordination Group – is not in legislation as a “need” Planning & Coordination was acting as an Agency previously
City of Chestermere Addition, Planning & Coordination Removal	AND WHEREAS the Town of Strathmore, City of Chestermere, Wheatland County, and the Villages of Hussar, Standard and Rockyford wish to establish a Wheatland Regional Emergency Management Partnership which includes a Regional Emergency Management Advisory Committee and a Regional Emergency Management Agency	DELETED: AND WHEREAS the municipalities of the Wheatland Region wish to establish a Wheatland Regional Emergency Management Partnership which includes a Regional Emergency Advisory Committee, a Regional Emergency Management Agency, and a Regional Emergency Planning and Coordinating Group	Added Chestermere, changed “Wheatland County municipalities” to each municipality named
City of Chestermere Addition	Section 2.1 k. “Parties” means Wheatland County, Town of Strathmore, City of Chestermere, Village of Hussar, Village of Rockyford, and the Village of Standard	DELETED: “The” in front of municipalities changed to “the”	New addition to partnership, grammar clean up

Bylaw Review 2024 – Regional Emergency Management Bylaw

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or deleted)	Rationale for Changes
Removal of Section 2.1 p.		DELETED: “Wheatland Regional Emergency Planning and Coordination Group” (Planning and Coordinating Group) means the Wheatland Regional Emergency Planning and Coordinating Group as established by agreement between and the bylaws of the respective municipal councils of the Parties.	Planning & Coordination Group abolished
3.0 Section Change	New: 3.0 Wheatland Regional Emergency Management Advisory Committee	CHANGED: 3.0 Establishment of Wheatland Regional Emergency Management Partnership	3.1, 3.2, 3.3, 3.4 all moved under specific sections throughout the updated bylaw. 3.1 is still 3.1. 3.2 is now eliminated. 3.3 is now 4.3. 3.4 is now 5.1.
3.0 & 3.1 Wheatland Regional Emergency Management Advisory Committee	3.1 – reworded.	CHANGED: There is hereby established a Wheatland County Advisory Committee; to establish the Committee to advise Council on the development of emergency plans and programs	Newly constructed sentence for clarity of responsibility
3.2 Membership & Responsibility	Moved 5.1 Committee Structure up to 3.2 – same information was moved.	DELETED: Points mentioning Planning & Coordination Group and responsibilities tied to the group (3.2, 3.3, 3.4)	Moved from 5.1 to 3.2

Bylaw Review 2024 – Regional Emergency Management Bylaw

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or deleted)	Rationale for Changes
4.0 Role of Council	Grammar changes for “WREMP”. 4.3 moved from 3.2 previously: Council agrees through the WREMP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the Agency.	DELETED: Planning & Coordination Group, replaced with the Agency	Structure change: 4.3 from 3.2 instead

Bylaw Review 2024 – Regional Emergency Management Bylaw

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or deleted)	Rationale for Changes
5.0 Agency Structure 5.2 Membership & Responsibility	<p>MOVED FROM 7.0 (planning & Coordination Section Previously):</p> <p>The Agency shall:</p> <ul style="list-style-type: none"> a. report to the Committee once per year, while including an update on the Agency’s review of the local authority’s emergency plan and activities; b. be familiar with the Wheatland Regional Emergency Management Plan; c. provide input and make recommendation for the Wheatland Regional Emergency Management Plan; d. participate in local and regional training; e. provide updated contact information to the Agency; f. participate in regional Agency meetings; g. share information to the Agency; h. participate in providing public education within their organization; i. provide an up-to-date resource and inventory list to the Agency; j. use a command, control and coordination system prescribed by AEMA (Incident Command System); 	<p>Nothing deleted</p> <p>Structure changes</p>	<p>6.1 & 6.2 moved to 5.2</p>

Bylaw Review 2024 – Regional Emergency Management Bylaw

Bylaw Section	Proposed New Wording (or description of change)	Replaces (or deleted)	Rationale for Changes
7.0 Planning & Coordinating Group		DELETED: Whole Section – information was moved from 7.0 to 5.0 (see above)	
6.0 Authority & Powers & 7.0 State of Local Emergency	Content stays the same	Nothing Changed	
8.0 Agreements & Policies & 9.0 Severability	Content stays the same	Nothing Changed	

**BYLAW NO. 22-05****OF THE TOWN OF STRATHMORE****IN THE PROVINCE OF ALBERTA**

BYLAW NO. 22-05
TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

**BEING A BYLAW OF THE TOWN OF STRATHMORE IN THE PROVINCE OF ALBERTA
 TO ESTABLISH A REGIONAL EMERGENCY MANAGEMENT COMMITTEE, AGENCY,
 AND PLANNING AND COORDINATING GROUP**

WHEREAS the *Municipal Government Act* allows Council to pass bylaws respecting the safety, health, and welfare of people and the protection of people and property;

AND WHEREAS the Town of Strathmore is responsible for the direction and control of its emergency response and is required under the *Emergency Management Act*, Chapter E-6.8, RSA 2000, to appoint an Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety, that such a committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

AND WHEREAS it is desirable in the public interest, and in the interests of public safety that a regional emergency management group be formed to coordinate a regional emergency approach and programs;

AND WHEREAS the municipalities of the Wheatland Region wish to establish a Regional Emergency Advisory Committee, a Regional Emergency Management Agency, and a Regional Emergency Planning and Coordinating Group;

NOW THEREFORE BE IT RESOLVED THAT the Municipal Council of the Town of Strathmore, in the Province of Alberta duly assembled **HEREBY ENACTS AS FOLLOWS:**

1.0. SHORT TITLE

1.1 This Bylaw may be cited as the "Regional Emergency Management Bylaw."

2.0. DEFINITIONS

2.1 In this Bylaw the following words and terms shall have the following meanings:



BYLAW NO. 22-05
OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA

- a) "Act" means the *Emergency Management Act*, Chapter E-6.8, RSA 2000;
- b) "Council" means the Council of The Town of Strathmore;
- c) "Deputy Director of Emergency Management" (DDEM) means the person responsible for the duties of the Director of Emergency Management in their absence;
- d) "Director of Emergency Management" (DEM) means the person appointed by resolution of Council who shall be responsible for the municipality's Emergency Management Program;
- e) "Disaster" means an event that results in serious harm to the safety, health, or welfare of people, or in widespread damage to property;
- f) "Emergency" means an event that requires prompt coordination of action or special regulation of persons or property to protect the safety, health, or welfare of people or to limit damage to property;
- g) "Emergency Coordination Centre" (ECC) means the location that functions as a point of coordination, addressing the needs of the municipality or the Wheatland Region as a whole, exercising the authority of the local officials, as well as anticipating and supporting the needs of one (1) or more incident sites;
- h) "Joint Wheatland Regional Emergency Management Coordinators" (WREM Coordinators) means the persons appointed to coordinate the activities of the Wheatland Regional Emergency Planning and Coordinating Group;
- i) "Local Authority" means, where a municipality has a council within the meaning of the Municipal Government Act, Chapter M-26, RSA 2000, that council;
- j) "Minister" means the Minister charged with administration of the Act;
- k) "Parties" means Wheatland County, The Town of Strathmore, The Village of Hussar, The Village of Rockyford, and The Village of Standard;
- l) "Regional Emergency Advisory Committee" (the Committee) means the Regional Emergency Management Committee of the Wheatland Regional



Emergency Partnership as established by agreement between and the bylaws of the Parties;

- m) "Regional Emergency Management Agency" (the Agency) means the Wheatland Regional Emergency Partnership Agency as established by Agreement between and the bylaws of the respective municipal councils of the Parties;
- n) "Regional Emergency Management Plan" means the Wheatland Regional Emergency Management Plan prepared by the Directors of Emergency Management to co-ordinate the response to an emergency or disaster;
- o) "Wheatland Regional Emergency Partnership" (WREP) means the Wheatland Regional Emergency Partnership as established by agreement between and the bylaws of the respective municipal councils of the Parties; and
- p) "Wheatland Regional Emergency Planning and Coordinating Group" (Planning and Coordinating Group) means the Wheatland Regional Emergency Planning and Coordinating Group as established by agreement between and the bylaws of the respective municipal councils of the Parties.

3.0. ESTABLISHMENT OF REGIONAL EMERGENCY MANAGEMENT

- 3.1 Council agrees through the WREP, to establish the Committee to advise Council on the development of emergency plans and programs.
- 3.2 Council agrees through the WREP, to establish a Planning and Coordinating Group to guide the creation, implementation, and evaluation of WREP plans and programs and to set the direction for the WREP Agency and any of its subgroups. This does not include the power to declare, renew, or terminate a state of local emergency.
- 3.3 Council agrees through the WREP, to establish a position of Joint Wheatland Regional Emergency Management Coordinators to handle program administration, planning, coordination, and leadership on behalf of the Committee and the Planning and Coordinating Group.

**BYLAW NO. 22-05****OF THE TOWN OF STRATHMORE****IN THE PROVINCE OF ALBERTA**

- 3.4 Council agrees through the WREP, to establish the Agency to act as the agent of Council to carry out its statutory powers and obligation under the Act. This does not include the power to declare, renew, or terminate a state of local emergency, nor the powers contained in Section 9 of this Bylaw.

4.0. ROLE OF COUNCIL

4.1 Council shall:

- a) By resolution, appoint one (1) of its members to serve on the Committee and at least one (1) member as an alternate;
- b) Provide for the payment of expenses of its member(s) of the Committee;
- c) Ensure that emergency plans and programs are prepared to address potential emergencies or disasters in the Town of Strathmore and the WREP Region;
- d) Approve the Regional Emergency Management Plans and Programs as they relate to the Town of Strathmore and the WREP Region;
- e) Review the status of the Regional Emergency Management Plan and related plans and programs at least once a year; and
- f) By resolution appoint a DEM.

4.2 Council may:

- a) by resolution appoint one (1) or more DDEM;
- b) by bylaw borrow, levy, appropriate, and expend all sums required for its share of the operation of the Agency; and

**BYLAW NO. 22-05****OF THE TOWN OF STRATHMORE****IN THE PROVINCE OF ALBERTA**

- c) enter into agreements with and make payments, grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs including mutual aid plans and programs.

5.0. COMMITTEE STRUCTURE

5.1 The Committee shall:

- a) consist of municipal Councillors appointed by each of the Parties, with each municipality appointing one (1) primary member, each of whom shall have one (1) vote regarding any matter coming before the committee;
- b) have each municipality appoint one (1) alternate member for the committee who shall be permitted to vote in the absence or in place of the primary member;
- c) review the Regional Emergency Management Plan and related plans and programs on a regular basis; and
- d) advise Council, duly assembled, on the status of the Regional Emergency Management Plan and related plans and programs at least once each year.

6.0. AGENCY STRUCTURE

6.1 The Agency shall be comprised of the following persons:

- a) the CAO of each municipality which is a member of WREP;
- b) the DEM of each municipality which is a member of WREP; and
- c) the DDEM of each municipality which is a member of WREP.

6.2 The Agency may request that the following persons join or advise the Agency on either a standing or as needed basis for each period of time that the Agency deems appropriate:

- a) RCMP Detachment Commander or designate;
- b) Fire Chiefs or designates;

**BYLAW NO. 22-05****OF THE TOWN OF STRATHMORE****IN THE PROVINCE OF ALBERTA**

- c) Wheatland and District Emergency Medical Services Association Manager or designate;
- d) Enforcement Services Supervisor or designate;
- e) Family and Community Support Services Director or designate; Public Works Supervisor or designate;
- f) Utility Manager or designate;
- g) Emergency Public Information Officers or designates;
- h) Emergency Social Services Manager or designate;
- i) Alberta Health Services representatives or designates;
- j) School Superintendent or designate;
- k) Disaster Social Services Managers or designates;
- l) Representative(s) from adjacent municipalities or First Nations;
- m) Representatives from local business;
- n) Representatives from local industry or industrial associations;
- o) Representatives from Alberta Municipal Affairs;
- p) Representatives from local utility companies; and
- q) Anybody else who might serve as useful purpose in the preparation or implementation of the Regional Emergency Management Plan.



7.0. PLANNING AND COORDINATING GROUP

7.1 The WREP Planning and Coordinating Group shall:

- a) consist of the DEM from each of the Parties, the DDEM from the Parties, and the Joint Wheatland Regional Emergency Management Coordinators. Despite a vacancy in any of these positions from time to time, the Planning and Coordinating Group shall continue to exist;
- b) guide the creation, implementation and evaluation of Regional Emergency Management Plans and programs for the WREP Region;
- c) determine the direction of the Agency and any of its subgroups;
- d) coordinate all emergency services and other resources used in an emergency;
- e) ensure that in the event of an emergency, an individual or group of individuals is designated under the Regional Emergency Management Plan to act, on behalf of the Agency. The designation of an individual or group of individuals to act on behalf of the Agency shall be guided by the following:
 - i. once an ECC has been activated, any one (1) of the DEMs or DDEMs that are members of the Agency may serve as DEM for the incident. Whenever possible, the DEM or DDEM from the impacted municipality shall fill that role. The intent is to ensure that there is leadership in the ECC while the DEM may be on route to the ECC, or the DEM is away or not available for whatever reason.
 - ii. in the event of an Emergency within or affecting more than one (1) municipality within the WREP Region, the first DEM to the ECC will serve as DEM for the incident. As other DEMs arrive at the ECC, they will jointly decide who will take the lead role. DEM and DDEMs from the Agency may rotate through the role of DEM for the ECC.
- f) ensure someone is designated to discharge the responsibilities specified in Section 7.1 (b through e) of this Bylaw.



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

8.0. AUTHORITY AND POWERS

- 8.1 In the event of an Emergency entirely within the boundaries of and only affecting The Town of Strathmore, the authority, and powers to declare or renew a state of local emergency under the Act, the authority and powers specified in Section 9 of this Bylaw, and the requirement specified in Section 8 of this Bylaw are hereby delegated to a municipal committee comprised of the Mayor or any two (2) Councillors. This municipal committee may at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
- 8.2 In the event of an emergency entirely within the boundaries of and affecting only the Town of Strathmore and the local municipal committee cannot be reached or in the event of an emergency impacting more than one (1) municipality within the WREP Region, the authority and power to declare or renew a state of local emergency under the Act; the authority and powers specified in Section 9 of this Bylaw; and the requirements specified in Section 8 of this Bylaw are hereby delegated to any two (2) or more members of the Committee. The Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency for the entire area affected. Whenever possible this resolution should be made by at least one (1) member or alternate from each municipality affected.

9.0. STATES OF LOCAL EMERGENCY

- 9.1 When a state of local emergency is declared, the Local Authority or the Committee making the declaration shall:
- a) ensure that the declaration identifies the nature of the emergency and the area in which it exists.
 - b) cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c) forward a copy of the declaration to the Minister forthwith.
- 9.2 Subject to Section 8, when a Local Authority or the Committee has declared a state of local emergency, that Local Authority or the Committee may, for the



duration of that State of Local Emergency, do all acts and take all necessary proceedings including the following:

- a) cause the Regional Emergency Management Plan or any related plans or programs to be put into operation;
- b) acquire or utilize any real or personal property considered necessary to prevent, combat or alleviate the effects of an emergency or disaster;
- c) authorize or require any qualified person to render aid of a type the person is qualified to provide;
- d) control or prohibit travel to or from any area of the Town of Strathmore;
- e) provide for the restoration of essential facilities and the distribution of essential supplies and provide, maintain, and coordinate emergency medical, welfare and other essential services in any part of the Town of Strathmore;
- f) cause the evacuation of persons and the removal of livestock and personal property from any place within the Town of Strathmore that is or may be affected by a disaster and plan for the adequate care and protection of those persons or livestock and of the personal property;
- g) authorize the entry into any buildings or any land, without warrant, by any person while implementing an emergency plan or program;
- h) cause the demolition or removal of any trees, structures, or crops if the demolition or removal is necessary or appropriate to reach the scene of a disaster, or to attempt to forestall its occurrence or to combat its progress;
- i) procure or fix prices for food, clothing, fuel, equipment, medical supplies or other essential supplies and the use of any property, services, resources, or equipment within the Town of Strathmore for the duration of the state of local emergency;
- j) authorize the conscription of persons needed to meet an emergency; and
- k) authorize any persons at any time to exercise, in the operation of the Regional Emergency Management Plan and related plans or programs, any



**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

power specified in Section 9.2 (b through g) of this Bylaw in relation to any part of the municipality affected by a declaration of a state of local emergency including as part of a Regional Emergency affecting more than one (1) municipality for which a declaration of State of Local Emergency was made under Sections 8 and 9.

- 9.3 In accordance with Section 28 of the Act, no action lies against a Local Authority or person acting under the Local Authority's direction or authorization for anything done or omitted to be done in good faith while carry out a power or duty under this Act or in the regulations during a state of local emergency.
- 9.4 In accordance with Section 535(2) of the Municipal Government Act, Councillors, Council committee members, municipal officers and volunteer workers are not liable for loss or damage caused by anything said or done or omitted to be done in good faith in the performance or intended performance of their functions, duties, or powers under the Municipal Government Act or any other enactment.
- 9.5 When, in the opinion of the Local Authority in which the state of local emergency was declared, or the Committee, as the case may be, an emergency no longer exists, the Local Authority or the Committee shall, by resolution, terminate the declaration.
- 9.6 A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:
 - a) a resolution is passed under Section 9;
 - b) a period of seven days has lapsed since it was declared unless it is renewed by resolution;
 - c) the Lieutenant Governor in Council makes and order for a state of emergency for the same area; or
 - d) the Minister cancels the state of local emergency for the affected area.



- 9.7 When a declaration of a state of local emergency have been terminated, the Local Authority or the Committee who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.

10.0. AGREEMENTS AND POLICIES

- 10.1 The Committee is delegated the authority to enter into an Emergency Management Mutual Aid Agreement with another regional group or single municipality. The decision for the Committee to enter into a mutual aid agreement must be made by unanimous vote of all Parties. The Parties shall be permitted to vote in person or by way of email.
- 10.2 The Committee is delegated the authority to create policies relating to the emergency preparedness, mitigation, response, recovery and the operation of the Regional Emergency Partnership and the Agency.

11.0. SEVERABILITY

- 11.1 If any section or sections of this Bylaw or parts thereof are found in any court or law to be illegal or beyond the power of Council to enact, such Section or Sections or parts thereof shall be deemed to be severable and all other Sections or parts of the Bylaw shall be deemed separate and independent therefrom and to be enacted as such.

12.0. REPEAL AND EFFECTIVE DATE

- 12.1 Bylaw 19-05 is hereby repealed.
- 12.2 This Bylaw shall become effective when it has received third and final reading and has been signed by the Mayor and Chief Administrative Officer.



BYLAW NO. 22-05

**OF THE TOWN OF STRATHMORE
IN THE PROVINCE OF ALBERTA**

READ A FIRST TIME this 16th day of February, 2022.

READ A SECOND TIME this 6th day of April, 2022.

READ A THIRD AND FINAL TIME this 6th day of April, 2022.

A handwritten signature in blue ink, appearing to read "Pat Fule", is written above a horizontal line.

MAYOR

A complex, stylized handwritten signature in blue ink is written above a horizontal line.

DIRECTOR OF STRATEGIC, ADMINISTRATIVE
AND FINANCIAL SERVICES

CONFIRMED MINUTES

Regular Meeting of the Town of Strathmore Library Board

Tuesday, March 19, 2024

7:00 p.m.

Strathmore Municipal Library Program Room

PRESENT Trustee Ann Horn, Chair
Trustee Melissa Langmaid, Vice Chair
Trustee Caleigh Haworth, Secretary
Trustee Sunday Adeola, Treasurer
Trustee Ruth McCluskey
Trustee Marie Mortreuil
Trustee Taura Fox Walker
Trustee Lindsay Walker
Trustee Robyn Weinkauff

ABSENT WITHOUT NOTICE Trustee Tammy Anderson

CALL TO ORDER

Trustee Horn called today's meeting to order at 7:04 p.m.

1. OPENING REMARKS

2. CONFIRMATION OF AGENDA

Moved by Trustee Haworth

To approve the agenda for the March 19, 2024, Town of Strathmore Library Board Regular Meeting as amended.

MOTION CARRIED

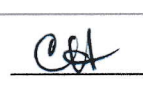
3. CONFIRMATION OF MINUTES OF FEBRUARY 20, 2024 (Appendix A)

Moved by Trustee Langmaid

To approve the minutes of the February 20, 2024, Town of Strathmore Library Board Regular Meeting as amended to approve the addition of Trustee Adeola, Financial Chair, as a signatory for library banking.

MOTION CARRIED


Chair


Secretary

4. REPORTS FROM OFFICERS AND ADMINISTRATIVE

- 4.1. Director's Report and Program Report (Appendix B and Appendix C)
- 4.2. Chair Report (update on Parliamentary Conference)
- 4.3. Financial Report (Appendix D)

Moved by Trustee Langmaid

To approve the report as information.

MOTION CARRIED

- 4.4. Policy & Governance Committee Report

- 4.4.1. Review of Sections 1 and 2 of the Strathmore Library Policy Manual (Appendix E)

Moved by Policy & Governance Committee

To adopt the revised Strathmore Library Policy Manual including the amendment changing the number of Strategy & Community committee members to 3 – 5.

MOTION CARRIED

- 4.5. Strategy & Community Chair Report

5. NEW BUSINESS

- 5.1. Approve email vote from February 27, 2024

Moved by Trustee Langmaid

To ratify the email vote from February 27, 2024, to approve the report to the province for 2023 as presented.

MOTION CARRIED

- 5.2. Bookkeeper search discussion

- 5.3. Year in Review (Appendix F)

- 5.4. Out of town travel – (add Calgary) (one time for Edmonton for CALP Symposium)

Moved by Trustee McCluskey

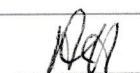
To amend the first bullet point of Strathmore Library Policy Manual, section 5.6.1 Out of town business travel – General, to exclude the City of Calgary.

MOTION CARRIED

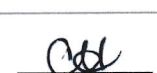
Moved by Trustee Haworth

To approve a one-time travel expense to Edmonton from April 30, 2024, to May 2, 2024, for the CALP Symposium.

MOTION CARRIED



Chair



Secretary

- 5.5. Assistant Director (temporary) - paying next in line while Rachel is on holidays

Moved by Trustee Weinkauf

To approve the Public Service Manager to receive a 10% stipend for assuming the duties of Temporary Assistant Director for the week of April 2, 2024, to April 5, 2024.

MOTION CARRIED

- 5.6. Marigold Conference, Calgary – May 15, 2024 <https://marigoldconference.ca/>

Moved by Trustee Langmaid

To approve the expenses for Trustees Horn, Fox Walker, and Weinkauf to attend the Marigold Library Conference on May 15, 2024.

MOTION CARRIED

- 5.7. Elevator speech for fundraising – research (Appendix G and Appendix H)

ACTION ITEM: The Strategy & Community Committee will draft an elevator speech for review by the Board at the next meeting.

- 5.8. CALP Symposium, Edmonton – April 30th - May 2nd
<https://calp.ca/events/literacy-amp-learning-symposium-2024-2024-04-30.htm>

- 5.9. Calendar look ahead:

- April – CALP presentation
- May – Fundraising
- June – True North

6. ADJOURNMENT

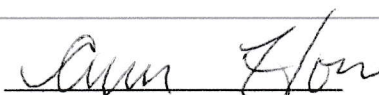
Moved by Trustee Horn

To adjourn the meeting at 9:20 p.m.

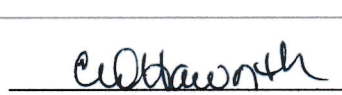
MOTION CARRIED

NEXT REGULAR MEETING

April 16, 2024



Ann Horn
Chair



Caleigh Haworth
Secretary

CONFIRMED MINUTES

Regular Meeting of the Town of Strathmore Library Board

Tuesday, April 16, 2024

7:00 p.m.

Strathmore Municipal Library Program Room

PRESENT

- Trustee Ann Horn, Chair
- Trustee Melissa Langmaid, Vice Chair
- Trustee Caleigh Haworth, Secretary
- Trustee Sunday Adeola, Treasurer
- Trustee Tammy Anderson
- Trustee Ruth McCluskey
- Trustee Marie Mortreuil
- Trustee Taura Fox Walker
- Trustee Lindsay Walker
- Trustee Robyn Weinkauff

GUESTS

- Rhonda Rhys-Doering
- Diana Rose
- Becky Stone
- Emily Robinson Leclair

CALL TO ORDER

Trustee Horn called today's meeting to order at 7:03 p.m.

1. OPENING REMARKS

2. CONFIRMATION OF THE AGENDA

Moved by Trustee Langmaid

To approve the meeting agenda with the following amendment:

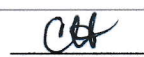
Section 6 – Closed meeting

6.1. – Advice from Officials – FOIP Section 24(1)b – Regulatory Communications

MOTION CARRIED



Chair



Secretary

3. PRESENTATION FROM CALP (COMMUNITY ADULT LEARNING PROGRAM)

4. CONFIRMATION OF MINUTES OF MARCH 19, 2024 (Appendix A)

Moved by Trustee Mortreuil

To approve the minutes of the March 19, 2024, Town of Strathmore Library Board Regular Meeting as presented.

MOTION CARRIED

5. REPORTS FROM OFFICERS AND ADMINISTRATIVE

5.1. Director's Reports (Appendix B), Board Meeting Program Report March 2024 (Appendix C)

5.2. Strategy & Community Committee Chair

6. NEW BUSINESS

6.1. Closed Meeting – Advice from Officials

Moved by Trustee Langmaid

To go in-camera under FOIP section 24(1)b at 8:40 p.m.

MOTION CARRIED

Moved by Trustee Langmaid

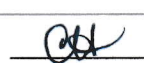
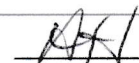
To come out of in-camera at 9:00 p.m.

MOTION CARRIED

6.2. Discussion on Fund Raising

6.3. Calendar look ahead:

- April – Marigold Library Board AGM, April 20, 2024, 9:30 a.m.
<https://marigold.ab.ca/Meeting-Dates-Minutes>
- May – Marigold Library System Conference, May 15, 2024.
<https://marigoldconference.ca/>
- June – True North



7. ADJOURNMENT

Moved by Trustee Horn

To adjourn the meeting at 9:05 p.m.

MOTION CARRIED

NEXT REGULAR MEETING

May 21, 2024

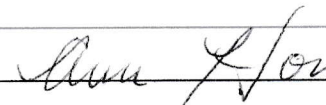
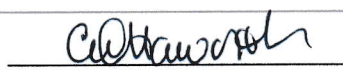
APPENDICES

A – Unconfirmed March 19, 2024 Regular Meeting Minutes

B – Director's Report

C – Board Meeting Program Report March 2024

D – CALP Strategic Planning Report (Multi Group Strategic Planning Session Feb 2024)


Ann Horn
Chair
Caleigh Haworth
Secretary

Strathmore Filipino Canadian Association

Strathmore, Alberta, Canada

May 29, 2024

Mayor Pat Fule

Municipal of Strathmore

Alberta, Canada

Dear Mayor Fule,

Greetings!

The Strathmore Filipino Canadian Association is having our Annual Independence Day Celebration and we would like to invite you as one of our guests to join us to celebrate these festivities.

This is going to be at Kinsmen Park, Strathmore, AB. on July 15, 2024, from 11 am to 6 pm. We have different kinds of performances, free food, games and so much more. This is all open to the public and its free.

It will be an honor for us to have you as one of our guests and to celebrate this special event to the Filipinos here in Strathmore.

Thank you very much and look forward to seeing you soon.

Very truly yours,

Sec. 17, FOIP

ANNELYN BRISSAW

SFCA President

Sec. 17, FOIP

TOWN OF STRATHMORE

FAMILY PRACTICE RECRUITMENT

On behalf of the Valley Medical Clinic, we would like to acknowledge your commitment and truly thank you for your work in establishing a solid partnership with the local Family Doctors.

We live in trying times for Family Practice. We hope that your initiatives will result in ongoing relief for the recruitment of much needed Family Doctors in Strathmore. Your program has the potential to serve as a template for other municipalities.

The Valley Medical Clinic has been in operation for nearly forty years. Primary Care is embedded into its brick and mortar and into our own DNA. We have had an excellent working relationship with all Town Councils over the years and this is something we value. Taking the time to listen and to attempt to fully comprehend the task at hand has been a quality you have shown with your current actions.

A real desire to improve Strathmore has been your underlying motive. Through ongoing dialogue and persistence, you have created a wonderful partnership with the Medical Community.

Thank you again for your foresight and commitment to Strathmore.

Yours truly,

Sec. 17, FOIP

Dr. Lorj Lobay

Sec. 17, FOIP

Dr. Ben Sader

Sec. 17, FOIP

Dr. Ward Fanning

Sec. 17, FOIP

Dr. Alison Clarke